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8-3722

MEMORANDUM FOR: Director of Personnel

SUBJECT: Classification Survey - Office of Communications

REFERENCE: MD/S 56-779

1. Pursuant to the referenced memorandum, a preliminary meeting was held with members of your Office to determine the procedure to be employed in making the survey and to discuss the problem in general. At that time, the Office of Communications requested that the survey be delayed until it made a thorough review of its structure and could more accurately recommend which positions should be reclassified.


2. This review has now been completed with the following general results:

a. In several divisions, minor changes in organization are indicated along with regrading. These changes will be coordinated with Management concurrently with the survey.

b. The majority of grade changes are for positions which basically have not changed in function from the existing position description, but which we believe carry sufficient responsibilities to be re-evaluated at a higher grade.

c. Certain positions have had additional functions and responsibilities added to them since their initial classification and new position descriptions will be submitted concurrently with the review.

3. It is requested that the Position Evaluation Division undertake the classification and wage review as recommended.

  
Chief, Administrative Staff, OC

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cc Deputy Director (Support)  
Inspector General  
Chief, Management Staff

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